

Adjutant General's Department

2/26/2013

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified Part-time (999 Hours)	NEW Resource Protection Officer https://www.da.ks.gov/ps/pub/reginfo.asp?id=172985	JFHQ Complex Security	Open Until Filled
Salina	1,2,3	Unclassified Full-time	Facilities Specialist https://www.da.ks.gov/ps/pub/reginfo.asp?id=173935	Smoky Hill Weapons Range	March 22, 2013
Salina	1,2,3	Unclassified Full-time	Program Consultant II Crisis City https://www.da.ks.gov/ps/pub/reginfo.asp?id=173853	KDEM	Feb. 28, 2013

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Resource Protection Officer – 999 Hour Position **Joint Forces Headquarters Complex Security, Topeka, KS**

Requisition # 172985 – Open until Filled. Position is a temporary 999 hours per year position, unclassified with NO benefits, state position, \$13.61 per hour. Work schedule to be determined.

Job Description: The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

Minimum and Preferred Qualifications: High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement Training Academy or another state's equivalent training program, or one (1) year armed security/police experience. (Applicants must designate armed security on employment application.) Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>
(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460 Janice Harper: 274-1386 Jo Boswell: 274-1391

NOTE: On-line application and listing of other State Vacancies are available on the Internet, www.jobs.ks.gov

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #172985. The Adjutant General's Department is an Equal Opportunity Employer.

Facilities Specialist 184th Smoky Hill Weapons Range, Salina, KS

Requisition # 173935 – Closes March 22,, 2013 – Full time, unclassified with benefits, state position, \$15.75 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 3/22/2013.

Job Description: Employee will perform general maintenance in the following categories, interior/exterior finish work including paint, plaster, stains, tints or wall coverings; carpentry and masonry to existing structure; wall system construction/repair; grounds maintenance; window replacements; concrete placement/finishing; electrical under supervision of master electrician; replace/repair plumbing, modifications to sheet metal products; service, repair or replace electrical appliances, motors, fuses, switches, etc.; troubleshoot, maintain and repair existing secondary circuits, electrical system, fire suppression systems; and other required facility maintenance. Employee performs preventive maintenance tasks as assigned involving roof inspections, wire rope cable inspection, checking hoists and cranes and other structural requirements.

Minimum and Preferred Qualifications: Requires a high school diploma or GED and five (5) years experience in the mechanical or building trades. Must be physically able to move objects weighting up to 80 pounds and work at heights up to 100 ft.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

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Program Consultant for Crisis City – Salina, Kansas Kansas Division of Emergency Management

Requisition # 173853 – Open until February 28, 2013 – Full time, unclassified with benefits, state position, starting wage of \$21.13 to \$23.31 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 2/28/2013.

Job Description: The Kansas Adjutant General's Department, Division of Emergency Management is looking for an energetic person to promote the Crisis City Training Center located 7 miles Southwest of Salina Kansas. The position requires a charismatic individual dedicated to providing a safe and user friendly professional training environment for First Responders, Military and Private Sector Partners. The individual will be responsible for managing and maintaining the facilities, planning future training venues, building relationships with National Guard/military personnel, Response Agencies such as Law Enforcement, Fire and EMS as well as Special Response Teams, Private Industry, and Emergency Management Agencies. Duties will include marketing and promoting the Crisis City Training Center, budgeting and fiscal management to enhance usage and overseeing future training venues and expand opportunities for growth. The position will require some evening and weekend work to meet the needs and schedules of Responders and other users. Some travel will be required to market and promote the facility. The individual should have a strong working knowledge and or experience in Emergency Response and be able to create training venues and activities that provide realistic training and exercise opportunities for those participating, with safety being paramount.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

Minimum and Preferred Qualifications: Requires a high school graduation or equivalent and one year of experience in planning, implementing and monitoring activities relevant to the agency's programs. Education may be substituted for experience. To fulfill requirements of this position, travel throughout the State of Kansas is required. Background in public safety, and/or marketing is desired.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

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